

October 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>12pm – 12:45pm 1</p> <p>Lunch & Learn Excel Bring your lunch & learn to use the IF function in Excel.</p>	2	<p>9:30am – 11:00am 3</p> <p>Excel Pivot Tables Create a pivot table to make sense of large amounts of data</p>	<p>9:30am – 11:00am 4</p> <p>Intro to Computers Basic terms, using a mouse, start menu, moving windows.</p>	5
7	<p>12pm – 12:45pm 8</p> <p>Lunch & Learn Excel Bring your lunch & learn the VLOOKUP function in Excel.</p>	9	<p>9:30am – 11:00am 10</p> <p>Excel IF & VLOOKUP Use functions to look up information in tables.</p>	<p>9:30am – 11:00am 11</p> <p>File Management Save documents, move files, create folders & more.</p>	<p>9:30am – 11:00am 12</p> <p>Excel Charts & Tables Format tables & create charts in Excel.</p>
14	<p>12pm – 12:45pm 15</p> <p>Lunch & Learn Excel Bring your lunch & learn how to use MATCH & INDEX functions.</p>	16	<p>9:30am – 11:00am 17</p> <p>Excel MATCH & INDEX Functions Learn to use MATCH & INDEX functions to lookup data.</p>	<p>9:30am – 11:00am 18</p> <p>Intro to Internet Learn to search for information online.</p>	19
21	<p>12pm – 12:45pm 22</p> <p>Lunch & Learn PowerPoint Bring your lunch & learn how to use transitions/animations.</p>	23	<p>9:30am – 11:00am 24</p> <p>Intro to PowerPoint Learn to create a slideshow presentation.</p>	<p>9:30am – 11:00am 25</p> <p>Internet Safety Learn tips to stay safe online.</p>	26
28	<p>12pm – 12:45pm 29</p> <p>Lunch & Learn PowerPoint Bring your lunch & learn how to format presentation pictures.</p>	30	<p>9:30am – 11:00am 31</p> <p>PowerPoint Effects Learn more formatting techniques.</p>		

